



Kathleen Sebelius, Governor
Roderick L. Bremby, Secretary

DEPARTMENT OF HEALTH
AND ENVIRONMENT

www.kdheks.gov

Division of Environment

Waste Tire Management Grant
FINAL REPORT
Checklist

The following checklist should be used when generating the final report. **Please make sure ALL of the minimum requirements listed below are included in the final report.** Feel free to provide any additional information regarding the grant project that the following items do not address.

- | | |
|---|--|
| <input type="checkbox"/> Grantee Name | <input type="checkbox"/> Grant Round # |
| <input type="checkbox"/> Grant Amount Awarded | <input type="checkbox"/> Total Grant Amount Expended |
| | <input type="checkbox"/> Local Match Expended |
- ☐ Provide a list of the equipment or material purchased with grant funds and the cost of each item.
 - ☐ Discuss any reallocation requests approved by KDHE.
 - ☐ Explain how the grant funds were used and describe the project that was completed.
 - ☐ Discuss any installation or maintenance issues.
 - ☐ Discuss the immediate results of the completed project as well as the anticipated long-term results.
 - ☐ Attach pictures of the project. (if available include news clippings, slides and/or videos)
 - ☐ Attach the Quality Certification form signed by the pre-authorized quality officer. (Required for projects with over \$10,000 in grant funding.)
 - ☐ Attach a baseline injury/incident report (if you have this, it would help to document any improvements.)
 - ☐ Copy the injury/incident report form provided by KDHE and submit it yearly on the last business day of October of each year during the contract. (The first report is not due until 2009!) Include updates on the status of the project including any maintenance, or product reliability problems during the previous year.